

The FSA Assessments

In collaboration with financial aid professionals, FSA has designed management assessment modules to help schools enhance their services. You can find the FSA Assessment Tool at—

www.ifap.ed.gov/qahome/fsaassessment.html

There are three broad topic areas covered in the modules. They are:

- Students;
- Schools; and
- Campus-Based Programs

Your business office will probably find that the modules in the Schools area most relevant to its day-to-day operations. However, we hope that you will explore the modules within the other areas as well.

The three modules within *Students* are:

1. Student Eligibility,
2. Satisfactory Academic Progress, and
3. Verification.

The seven modules within *Schools* are:

1. A Guide to Creating a Policies & Procedures Manual;
2. Consumer Information;
3. Default Prevention & Management;
4. Direct Loans;
5. Fiscal Management;
6. Institutional Eligibility; and
7. Return of Title IV Funds

The seven modules within *Campus-Based Programs* are:

1. FSEOG
2. FWS
3. Perkins Awarding & Disbursement
4. Perkins Cancellation
5. Perkins Due Diligence
6. Perkins Forbearance & Deferment
7. Repayment

The following chart details the topics covered in The Assessments.

Category	Module	Description
Students	Student Eligibility	Based on a review of a small sample of student files, evaluates the effectiveness of the financial aid policies and procedures concerned with student eligibility, e.g., citizenship, SSN, status as a regular student in an eligible program, etc.
Students	Satisfactory Academic Progress	Helps the school determine if its Satisfactory Academic Progress (SAP) policy complies with Federal regulations, e.g., SAP policy is in writing.
Students	Verification	Evaluates the school's procedures related to Verification policies and procedures.
Schools	Guide to Creating a Policies & Procedures Manual	Assists schools in creating a policies and procedures manual, including areas outlined in the law and regulations that require a written policy and procedure and also provides links to the regulations.
Schools	Consumer Information	Includes all applicable requirements and examples, followed by questions to review Consumer Information requirements in place at the school to determine if these requirements are in compliance with all applicable regulations.
Schools	Default Management & Prevention	Assists schools in understanding cohort default rate calculations, challenges, adjustments and appeals; and helps schools with preventing students from defaulting on Federal student loans.
Schools	Direct Loans	Review and evaluate your Direct Loan procedures.

Category	Module	Description
Schools	Fiscal Management	This assessment outlines the financial standards schools must maintain to participate in the Federal Student Aid programs.
	Institutional Eligibility	This assessment outlines your school's Institutional Eligibility responsibilities.
	Return of Title IV Funds	Schools are required to provide students with details of all refund policies applicable to the school as well as information on the Title IV program requirements for the treatment of Title IV funds when a student withdraws.
Campus-Based Programs	FSEOG	This assessment outlines the Federal Supplemental Educational Opportunity Grant (FSEOG) program requirements.
Campus-Based Programs	FWS	This assessment outlines the requirements for the administration of the Federal Work-Study (FWS) program.
Campus-Based Programs	Perkins Awarding and Disbursement	This assessment outlines the Federal Perkins Loan awarding & disbursement requirements.
Campus-Based Programs	Perkins Cancellation	This assessment provides you with an opportunity to review procedures regarding Federal Perkins cancellation.
Campus-Based Programs	Perkins Due Diligence	This assessment outlines the Perkins due diligence process.
Campus-Based Programs	Perkins Forbearance and Deferment	This assessment outlines the requirements for Federal Perkins forbearance & deferment.
Campus-Based Programs	Perkins Repayment	This assessment outlines the requirements for Federal Perkins repayment process.